

Memo to: Division Managers
Training & Development Managers

CC: Mark Young, Lori O'Connor

From: Rory O'Rourke

Subject: 3rd Quarter Work Plan

Enclosed is a copy of the complete 3rd Quarter Work Plan including ROU detail information. I am also enclosing 4 copies of the Sales Representative work plan information.

Each full time sales representative will receive a copy in the mail this week with instructions to bring it with them to your division work plan meeting.

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